



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

June 1, 2005

Dear Montana Even Start Program Authorized Representative:

The Montana Office of Public Instruction Even Start Plan requires the state to ensure that Continuation Grants be awarded **only** if the current project demonstrates progress in meeting the required Montana Even Start Performance Indicators (approved July 1, 2001), and progress in meeting Program Goals. Enclosed with this letter are the (a) 2005-2006 Annual application Cover Sheet (General Project Information Sheet), (b) Assurances, and (c) Program Budget. In addition, the Montana Even Start Evaluator, Chris Kuschel, ED, will be emailing you the July 1, 2003-June 30, 2004, Montana Even Start Family Literacy Program Performance Indicators Year-End Reporting Form and the Even Start Participant List.

Authorized officials must sign (a) The General Information sheet and (b) Assurances. Authorized officials are defined as the following: (a) for Nonprofits: Chair; (b) the School Districts: Superintendents; (c) for Universities and Colleges: Presidents. Additionally, please review and enclose any revisions to your original Approved Grant Proposal. This document is the one you use to operate your program, is one of the documents Kuschel and I refer to when monitoring and evaluating your program.

Please send (a) the signed General Project Information sheet, (b) the signed Assurances, and (c) a narrative describing any changes to your Approved Grant Proposal to: Joan Morris, Even Start Director, Montana Office of Public Instruction, POB 202501, Helena, MT 59620-2501 by July 15, 2005. Additional, send electronically completed Even Start Family Literacy Program Performance Indicators Year-End Reporting Form and completed to my email address jmorris@state.mt.us

For more information about Even Start, please visit the Web site <http://www.opi.state.mt.us>. Do not hesitate to contact me if you have questions regarding these application pages or have questions regarding you project. I may be reached at 406 444-3083.

Sincerely,

Joan Morris

Encl: (a) 2005-2006 Annual application Cover Sheet (General Information Sheet). (b) Assurances, and (c) Program Budget.